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AUG 27 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for the Week Ending 27 August 1954

1. General

25X1C4a

a. Department of Defense - (continued item)

(1) Army - In a meeting with a representative of Department of the Army G-4, information was received that some difficulty may be experienced in securing materiel forecast by the Agency as required in the Far East area, due to a substantial reduction of Department of Army materiel stock levels in that area. This reduction in stock levels was discussed in detail [redacted] during a recent field trip by a representative of the Logistics Office. G-4, [redacted] has agreed to accept line item forecast from the [redacted] A6a Support Mission on a six months basis for requisitioning action. This action should preclude any difficulty in securing materiel support; however, follow-up will be made through the [redacted] concerning the availability of materiel.

(2) Attended meeting with the Chief, Psychological Warfare, Department of the Army, to discuss the content of a presentation to be made in the near future by G-2, Department of the Army, to a special committee. Indications are that this presentation will be of a general nature, indicating that support is rendered to this Agency and, in general, how this support is effected.

2. Projects and Studies in Processa. DCI Move - (continued item)

Contractor has stated that Quarters Eye alterations will be completed by 1 September 1954; thus, permitting the movement of Contact Division to Quarters Eye and the initiation of alterations to South Building.

b. Strategic Reserve Requirements - (continued item)

Rates of initial issue and resupply of demolition items, supplementing [redacted] have been determined and approved by Plans and Policy Coordination Staff, DD/P.

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c. Requirements Forecast - (continued item)

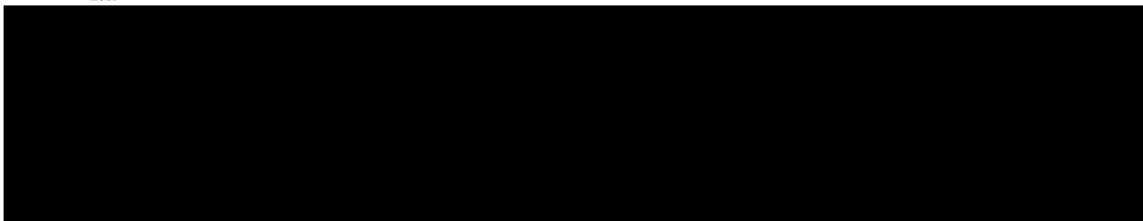
Detailed tabulations of costed material requirements, based on recent Requirements forecast, have been forwarded to Agency components. This information will be used by elements concerned in connection with preparation of budget estimates and in logistical planning for operational activities.

2. Administration

a. FY-1956 Budget - (new and completed item)

Logistics Office budget estimate for FY-1956 budget has been submitted to the Comptroller in completed form.

4. Transportation Division



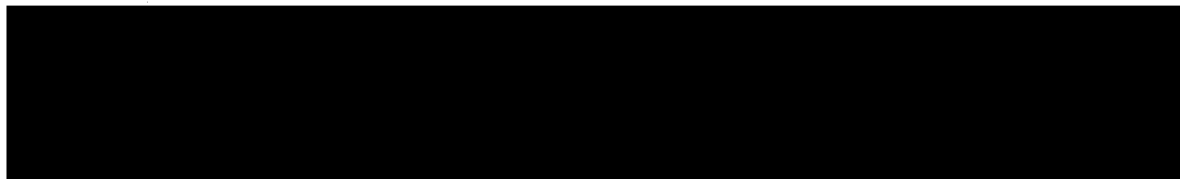
b. Shuttle Bus Identification - (completed item)

The effective date of the Agency notice requiring identification when utilizing Agency shuttle buses has been changed from 25 August to 30 August. The reason for this change was to provide adequate time for briefing of receptionists.

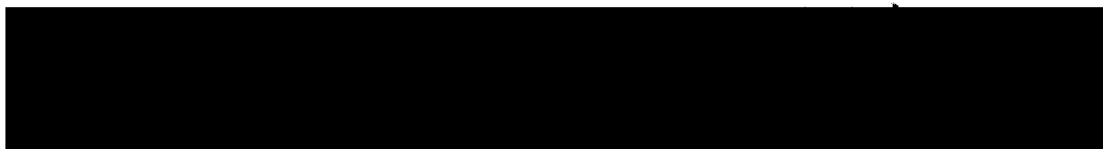
5. Supply Division

a. Washington Depot - (continued item)

Completed a physical inventory and a reconciliation of stock balances for medical items.



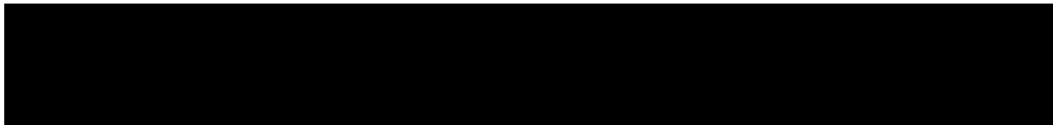
6. Procurement Division



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25X1C10b



**7. Real Estate and Construction Division**

25X1A6a

**a. Construction, [REDACTED] - (continued 25X1A6a)**

Preliminary drawings have been reviewed and returned to the Corps of Engineers with Agency comments and recommendations.

**b. Air Conditioning - (continued item)**

All window type air conditioning units have been installed in Barton Hall and Curie Hall and are expected to be in operation by 3 September 1954. Units for Alcott Hall and Building [REDACTED] should be in operation by 15 September 1954.


**8. Printing and Reproduction Division**

**a. Commendation - (completed item)**

Commendation has been received from the Assistant Director, OSI, concerning reproduction service rendered by the [REDACTED] 6a printing plant.

15/

JAMES A. GARRISON  
Chief of Logistics

  
LO/TR&P/JAS:hhl (27 August 1954)

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